GOVERNMENT OF INDIA, PUBLIC WORKS DEPARTMENT, (RAILWAY TRAFFIC) CIRCULAR NO. XIV RAILWAY, SIMLA, THE 2ND NOVEMBER 1901.

REQUISITIONS FOR SPECIAL TRAINS, AND FOR RESERVED ACCOMMODATION BY ORDINARY TRAINS, FOR HIGH OFFICIALS OF GOVERNMENT AND DISTINGUISHED VISITORS WHEN TRAVELLING BY RAILWAY.

READ—

Government of India Resolution No. 54 R. T., dated 17th January 1885.
Government of India Resolution No. 0030 R. T., dated the 13th December 1890.
Government of India Resolution No. 616 R. T., dated the 30th October 1893.
Government of India Circular No. XV Railway, dated the 26th October 1895.
Government of India Memorandum No. 499 R. T., dated the 19th June 1897.
Government of India letter No. 967 R. T. and Memorandum No. 968 R. T., dated the 5th October 1899.
Government of India letter No. 969 R. T. and Memorandum No. 970 R. T., dated the 5th October 1899.
Government of India letter No. 971 R. T., and Memorandum No. 972 R. T., dated the 5th October 1899.
Government of India letter No. 1061 R. T. and Memorandum No. 1062 R. T., dated the 26th October 1899.
Memorandum from the Secretary to the Railway Traffic Conference of 1900, No. 134, dated the 2nd November 1900, and Resolution No. 55 of the Proceedings of the Conference therein referred to.

OBSERVATIONS.—The orders read above prescribed the use of certain forms of requisition for the provision by ordinary trains of reserved and other accommodation for certain High Officials of Government; and for the provision, whether by special or by ordinary trains, of reserved accommodation for Distinguished Visitors.

2. The question of revising the existing forms of requisition, and of adopting a special form of ticket to be issued in exchange therefor, was considered by the delegates of the several Railway Administrations who assembled in Conference at Simla in September 1900, and, in their Resolution No. 55, they unanimously recommended the introduction of the forms recorded at pages xlix—li of appendix K to their proceedings.

The Government of India having considered the matter have decided to adopt a combined form of requisition and special ticket suitable for use with both special and ordinary trains, which practically embraces the recommendations of the Conference with the exception that the charges to be paid for services rendered, and which are already provided for in this Department's Circular No. X Railway, dated the 4th September 1901, have been excluded therefrom so as to avoid the necessity for the revision of the form every time a change is made in the rates for charge.

RESOLUTION.—The Government of India accordingly desire that, except in the case of requisitions issued by the Military Secretary to His Excellency the Viceroy—who will continue to use the form at present in use by him—the accompanying form of requisition should take the place of those hitherto used by High Officials of Government when requisitioning for accommodation whether by special or by ordinary trains under the rules and orders from time to time in force, and for the provision of similar accommodation for Distinguished Visitors and others referred to in this Department's letter No. 1061 R. T. and Memorandum No. 1062 R. T., dated the 26th October 1899.

2. For the haulage of empty vehicles a certificate by the Traffic Manager or Traffic Superintendent of the Railway will be sufficient support for such charges, as already provided in paragraph 3 of the enclosure to the Government of India Memorandum No. 499 R. T., dated the 19th June 1897, and the Resolutions therein referred to, and as stated in the *nota bene* to the accompanying form.

ORDER.—Ordered that this Resolution be communicated to the Local Governments and Administrations, and to the Officers noted in the margin, for information and guidance, and for communication to the administration(s) of the railway(s) under their control; and to the Governments of the North-Western Provinces and Oudh and the Punjab, the Honourable the Chief Commissioner of the Central Provinces, the Honourable the Resident in Mysore, the Honourables the Agents to the Governor General for Central India and Baluchistan, the Managers of the North-Western, Oudh and Rohilkhand and Eastern Bengal (State) Railways, and the Accountant-General, Public Works Department, for information and guidance.

The Governments of Madras, Bombay, Bengal and Burma, Public Works Department, Railway Branch.
The Honourable the Chief Commissioner of Assam.
The Honourable the Resident at Hyderabad.
The Honourable the Agent to the Governor General for Rajputana.
The Consulting Engineers to the Government of India for Railways, Calcutta, Lucknow, and Assam.

Ordered also that this Resolution be communicated to each ordinary member of the Governor General's Council, the several Departments of the Government of India, the Military Secretary to His Excellency the Viceroy, the Military Secretary to His Excellency the Commander-in-Chief, the Director General of Telegraphs, the Director of Railway Construction and the Director of Railway Traffic, for information and guidance.

A. BRERETON, *Secy. to the Govt. of India.*

[Enclosure to the Government of India Circular No. XIV Railway, dated the 2nd November 1901.]

[Book foil.]

Requisition No._____ for special accommodation for High Officials of Government, and for Distinguished Visitors, when travelling by railway.

By train leaving _____ station on _____ railway

at _____ o'clock, on _____ 190 ,

to _____ station on _____ railway

via _____

Description of accommodation required.	Unit to be supplied.
(1) Special train ... ... [Particulars of composition of train, including engine power, should be recorded overleaf.]	
(2) Bogie saloons	
(3) Saloons other than bogies	
(4) Reserved 1st class carriages / compartments	
(5) Other accommodation (if any)	
(6) Compartment for chaprassis, etc., in ordinary 3rd class.	
(7) Extra luggage not carried in the above (1, 2, 3, 4 or 5) maunds _____ seers _____.	

Signature _____

Designation _____

[Foil to be delivered to the Railway.]

Requisition No._____ for special accommodation for High Officials of Government, and for Distinguished Visitors, when travelling by railway.

[CHARGEABLE TO GOVERNMENT.]

By train leaving _____ station

on _____ railway at _____ o'clock,

on _____ 190 , to _____ station

on _____ railway *via* _____

Supply the following accommodation :—

Description of accommodation required.	Unit to be supplied.
(1) Special train ... ... [Particulars of composition of train, including engine power, should be recorded overleaf.]	
(2) Bogie saloons	
(3) Saloons other than bogies	
(4) Reserved 1st class carriages / compartments	
(5) Other accommodation (if any)	
(6) Compartment for chaprassis, etc., in ordinary 3rd class	
(7) Extra luggage not carried in the above (1, 2, 3, 4 or 5) maunds.—srs.—	

Signature of person indenting _____

Designation of person indenting _____

Certified that conveyance as above has been provided on this requisition, and that fares have been duly paid for ____ 1st-class passengers travelling in the same carriage / compartment.

Signature of Station Master _____

N. B.—A fresh requisition should be issued at the commencement of each journey which should be sent as a voucher by the Auditor or Examiner of Accounts of the Railway on which the journey is commenced to the Civil Accountant General with whom he is in account,—Comptroller, India Treasuries, Calcutta,—Military Accounts Department,—in support of the charge.

For haulage of empty vehicles no requisition is necessary, but a certificate should be submitted by the Traffic Manager or Traffic Superintendent of the Railway in support of the charge.

[To be returned to person indenting.]

_____ Railway.

Special ticket *for the undermentioned accommodation.*

_____

is authorised to travel.

from _____

to _____

via _____

by special train
in a reserved carriage / compartment

on authority of requisition No. _____

dated _____

Station Master _____

Station _____

Dated _____

1310

Particulars of special train.	Unit to be supplied.
Special bogie saloons	
Special saloons other than bogie. ..	
First class carriages	
Composite carriages	
Second class carriages	
Third class carriages	
Covered goods for—maunds luggage.	
Horse-boxes for———horses ..	
Cattle trucks for———horses ..	
Carriage trucks for———carriages .	
Brake-vans.	
Engines	

Note—The usual engine power, brake-vans, etc., will be supplied in accordance with composition of train.

Particulars of special train.	Unit to be supplied.
Special bogie saloons	
Special saloons other than bogies .	
First class carriages	
Composite carriages	
Second class carriages	
Third class carriages	
Covered goods for—maunds luggage.	
Horse-boxes for———horses ...	
Cattle trucks for———horses ..	
Carriage trucks for———carriages..	
Brake-vans	
Engines	

Note—The usual engine power, brake-vans, etc., will be supplied in accordance with composition of train.